



Apply by October 1st, 2021 - Applications will not be accepted if submitted after the deadline.

Overview

Charlotte takes pride in having one of the most expansive tree canopies in the country. We couldn't achieve this without the hard work of Charlotte residents like you! In order to celebrate the rich biodiversity found in our urban forests, educate the public on how to take action to maintain our canopy, and protect our forest for years to come, Landscape Management and Housing & Neighborhood services are proud to present this year's Tree Care Grant. This is a fantastic first step in ensuring our city's canopy remains vibrant for years to come.

Eligible organizations citywide can apply for matching grants of up to \$3,000 for tree care initiatives including canopy opportunity assessment, small tree pruning, ivy removal, education and tree focused community events. Please see Appendix A for a complete list of eligible projects.

Program Eligibility – Who Can Apply?

Eligible Organizations

Neighborhood associations within Charlotte's city limits when all of the following apply to the organization:

- 🍃 Must be active, established for at least six months
- 🍃 Must be registered on [city neighborhood organization contact list](#).
- 🍃 Created and managed by residents within the neighborhood and
- 🍃 Open for membership to everyone in the neighborhood
- 🍃 75% of association members live in the neighborhood.
- 🍃 Has a duly elected board and established by-laws or governing documents
- 🍃 Holds regular meetings and maintains records via agendas and meeting minutes

Other Neighborhood Based Groups, including book clubs, gardening clubs, sports leagues, and civic clubs are eligible for Neighborhood Matching Grants when all of the following apply:

- 🍃 Must be active and established for at least six months
- 🍃 80% of the group members live in the neighborhood
- 🍃 Holds regular meetings and maintains records via agendas and meeting minutes
- 🍃 The proposed project promotes the greater good of the neighborhood
- 🍃 A signed letter of agreement or other documentation shows a collaborative partnership with or support from the neighborhood association

Ineligible Organizations

The City recognizes that there are many groups that contribute to neighborhood quality of life. Ineligible organizations are encouraged to partner with organizations that meet the eligibility criteria. Please note that the eligible organization **MUST** be the lead entity in project planning and implementation. Organizations that discriminate on the basis of race, nationality, ethnicity, religion, creed, or disability are ineligible to apply.

Ineligible Purchases

Personal use items, entrance fees, raffle items, annual plants, mulch, pine straw, grass, operating expenses, alcoholic beverages, efforts funded through the Neighborhood Matching Grants program.

Match Requirements – How Can Organizations Meet Their Match?

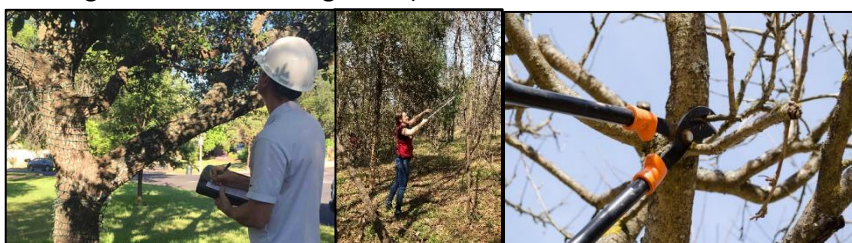
Organizations are required to match awarded funds 1:1; meaning for every dollar granted, a matching amount must be provided through one or more of the methods below:

- 🍃 A minimum of 50% of must be matched through volunteer time (valued at \$27.20 per hour)
- 🍃 A minimum of 25% of the required match must be contributed by the applying organization

Match Types	Documentation – forms are available at charlottenc.gov/treecaregrant
Cash Contribution	<ul style="list-style-type: none">Document planned cash contributions from the applying organization, individuals or supporting community partners (businesses, non-profits, etc.)<ul style="list-style-type: none">Contribution Template (see Appendix B)
In-kind Contribution	<ul style="list-style-type: none">Goods and/or services received for free or at reduced cost<ul style="list-style-type: none">Contribution Template (see Appendix B)
Volunteer Time	<ul style="list-style-type: none">Volunteer Time must be pledged using the ‘Volunteer Pledge Sheet’ or equivalent documentation (surveymonkey form, e-mail sign up, etc)Volunteer time is calculated at \$27.20 per person per hour<u>Up to 20 hours</u> of related pre-application activities may be counted towards your match, completed Volunteer Sign-In Sheets are required (see Appendix B)

We recognize that the pandemic will provide unique challenge to completing volunteer hours. To assist in this, staff has created a list of suggested volunteer activities that can be found at charlottenc.gov/treecaregrant. Other volunteer activities may include, but are not limited to:

- 🍃 Removal of ivy
- 🍃 Conducting a neighborhood census of Ash trees
- 🍃 Promotion of the tree care opportunity to residents (door to door canvassing, public meetings)
- 🍃 Neighborhood clean ups and/or street adoption
- 🍃 Community events (documentary film screenings, educational workshops, and other community building events such as pancake breakfasts, ice cream socials, holiday gatherings, etc.)
- 🍃 Implementation of other neighborhood improvement projects (hours can't overlap with those committed as part of an active Neighborhood Matching Grant).



Application Process – How Can We Apply?

1	Review Program Materials – review the guidelines and attend a required pre-application workshop in person or via Zoom prior to the application deadline. The meeting schedule can be found at charlottenc.gov/neighborhoodtraining , or by calling 704-432-4802.
2	Begin Application - prepare by reviewing the application questions and tips provided at the end of this document. Complete the required budget and volunteer pledge worksheets which can be found at charlottenc.gov/treecaregrant , or by calling 704-432-4802.
3	Create Account – Access the grant portal by clicking “Apply/submit your online application here” at charlottenc.gov/treecaregrant . Previous applicants may use existing Tree Care grant or NMG credentials. New users will need to create an account.
4	Complete Application – Submit the application by 11:59 p.m. on October 1 st . Applicants who are unable to complete the application online may call 704-432-4802 to request support or to learn of alternative application options.

Process & Timeline

The application deadline is October 1st, 2021 by 11:59 p.m.

Applicants will receive a confirmation email upon application submittal. Applications are reviewed and scored based on the criteria below. After review applicants will be notified of their status (approved/denied/approved with contingencies).

Approved applicants will be invited to the contract signing and orientation meeting on November 1st. **Projects may begin only after the contract is executed.**



Scoring Criteria	Max Points
Application requirements <ul style="list-style-type: none"> Submitted a letter of support from applying organization (10) 	10
Project budget <ul style="list-style-type: none"> Completed budget worksheet provided with clear estimate of project expenses and match contributions (15) Submitted quotes from vendor(s) or supplier(s) with sales tax included (15) 	30
Value and documentation of match <ul style="list-style-type: none"> Match meets or exceeds the minimum 1:1 requirement (15) Match is well documented with Volunteer Pledge documentation and in-kind or cash contribution letters (if applicable) (15) 	30
Project Design <ul style="list-style-type: none"> Project is well planned and ready for implementation (15) Includes a clear plan for marketing, promotion and neighborhood outreach (15) 	30
Total Possible Points (60+ is passing)	100

Terms & Conditions

Contracts

Within 30 days following notice of approval, successful applicants will enter into a contract with the City of Charlotte. Contractual agreements reflect the project goals, budget, and match commitments that are included as part of the approved application. **Projects may begin only after the contract is executed.**

- 🍌 Approval is withdrawn if the contract is not executed within 6 months.
- 🍌 Fraud, misuse of funds, failure to meet match commitments or other non-compliance constitutes grant default. Defaulted organizations may be ineligible for future grants for up to two (2) years.
- 🍌 A grant may be abandoned upon request, reimbursement of expended grant funds may be required.
- 🍌 Organizations may have one (1) Tree Care Grant and one (1) Neighborhood Matching Grant open concurrently.

Disbursement of Funds

Grant funds are not awarded in advance; funds are released on an 'as needed' basis by the submission of invoices and/or receipts for approved items to the NMG office for processing.

The City contracts solely with the recipient neighborhood organization or business association, therefore, any discrepancies that may result from the hiring of contractors, consultants or private vendors must be resolved by the grantee.

- 🍌 Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. **Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.**
- 🍌 Organizations are encouraged to use reliable vendors with valid credentials to avoid challenges.
- 🍌 Contact Jonathan Hill, jonathan.hill@charlottenc.gov or 704-432-4802, for questions related to grant reimbursement requests.

COVID 19 Volunteer Pledge Sheet Accommodation

Considering the pandemic, collecting signatures for volunteer pledge sheets like the one found on page 8 of this document will not be required this grant cycle. Instead, neighborhoods may use online forms and e-mail responses so long as they pertain to a specific volunteer event. For examples, please see page 9 below.

Mentorship & Neighborhood Matching Grants

Many new and reoccurring applicants protect neighborhood trees & get to know more neighbors each year through successful implementation of Tree Care initiative grants. To be connected to past grantees who can provide advice, tips and tricks for finding success in your tree care project please contact Jonathan at jonathan.hill@charlottenc.gov, or 704-432-4802.

For larger projects or projects that fall outside of the scope of the tree care grant, eligible neighborhoods are encouraged to apply to the Neighborhood Matching Grants (NMG) program, which can provide matching grants of up to \$25,000 towards tree care projects. To learn about NMG opportunities, visit charlottenc.gov/nmg.

Appendix A: Available Tree Care Projects

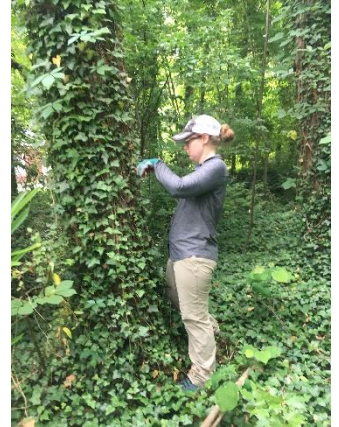
Project Opportunity	Purpose	Eligible Expenses	Requirements
Tree Canopy Opportunity Survey	<ul style="list-style-type: none"> An opportunity survey will identify risks and areas for improvement in the tree canopy, allowing the neighborhood to take action to keep the canopy strong and healthy. Neighborhoods lying within Neighborhood Matching Grant eligible areas may use that grant to fund projects recommended by the survey. 	<ul style="list-style-type: none"> Professional tree canopy assessment by a certified arborist 	<ul style="list-style-type: none"> Tree canopy must be assessed by a certified arborist
Vine Removal	<ul style="list-style-type: none"> Trees and vines rely on the same supply of water and nutrients. Because vines can be more aggressive, there's a chance the tree isn't getting its fair share of nutrition. Vines can weigh a tree branch down, putting it at a higher risk of breaking in a storm. Over time, a vine invasion weakens a tree, making it a target for opportunistic pests. 	<ul style="list-style-type: none"> Professional vine removal, including ivy, wisteria, and kudzu Tools and supplies related to vine removal. Reference sheet available upon request Volunteer training to review proper vine removal techniques 	<ul style="list-style-type: none"> License may be required for certain herbicides
Tree Pruning	<ul style="list-style-type: none"> Pruning trees early in their lives ensures better structure and long-lasting tree health. 	<ul style="list-style-type: none"> Tools and supplies related to tree pruning. Reference sheet available upon request 	<ul style="list-style-type: none"> Pruning must be conducted by volunteers
Community Education Event	<ul style="list-style-type: none"> An informed community is a strong community. Providing educational opportunities, such as workshops, documentary screenings, and expert panels is a great way to engage the neighborhood in tree care. 	<ul style="list-style-type: none"> Fees for equipment rental, including projectors, audio equipment, tables, and chairs Food and non-alcoholic beverages for the educational event(s) Equipment for canopy related events (arbor day celebrations, heritage tree celebrations, etc. Speaker fees 	<ul style="list-style-type: none"> Food and beverage purchases not to exceed \$500

Appendix B: Grant Application Guide

Grant Application Questions

Part I: Organizational Information

1. Organization Name
2. Verifying documentation: Please upload a copy of your Bylaws (or Articles of Incorporation) indicating you are an active, neighborhood-based or business association
3. How did you hear about this grant opportunity?
4. NMG Eligibility; is your organization located within the general Neighborhood Matching Grants Program's eligible geography? By answering this question, staff will be able to provide potential resources about other grant opportunities.
5. Board Retreat: Indicate if your organization participated in a Board Retreat within the past year. If yes, upload your Vision to Action Idea Development Workbook to use your \$1,500 credit (project must be one that was prioritized at the retreat).
6. Has your organization previously received a City of Charlotte Tree Banding or Tree Care Grant?



Part II: Tree Care Project Information

1. Describe (in 500 words or less) the project you will use the requested funds for.
2. Have you attend a Tree Care Information Session in the past year?
3. Please list the streets you plan to focus on through your project (Please upload a map, if available)
4. What is the final goal of your project?
5. How will you measure the success of your project?
6. Amount of grant funding requested (limit is \$3,000)
7. Upload your budget worksheet
8. Upload your Vendor Quote(s)
9. Upload your Tree Care Volunteer Pledge Sheets
10. Upload a letter of support from your organization pledging support for the application and Tree Care project
11. Upload a completed Contribution Template or letter of support for each cash or in-kind contribution that is on your budget (if applicable)

Application Pointers

- 🍃 The application will auto save every 30 seconds. You can also save the application at the bottom of the screen and log back in later to complete and submit it.
- 🍃 Technical assistance, computer and internet access are available; please contact Jonathan Hill, 704-432-4802 or email jonathan.hill@charlottenc.gov.

Appendix C: Grant Forms

Tree Care Grant Budget Template

Organization Name:		Charlotte Neighborhood Association	
Project Name:		Tree Care Initiative	

TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)

1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor's name. If items are to be purchased, indicate where the items will be purchased from (ex. Lowes, Amazon.com, Community Toolbank, etc.).

Vendors/suppliers to be paid with NMGC funds:	Items/services to be funded:	Amount:	Quotes Provided <input checked="" type="checkbox"/>
Charlotte Toolbank	(25) Bypass Loppers (rental)	\$20	<input checked="" type="checkbox"/>
	(5) Hand Saws (rental)	\$3.00	<input checked="" type="checkbox"/>
ABC Tool Supply Store	(30) Work Gloves	\$30.00	<input checked="" type="checkbox"/>
Your Local Grocery	(2) Lemonade, Gallon	\$5.98	<input checked="" type="checkbox"/>
	(2) Sweet Tea, Gallon	\$5.98	<input checked="" type="checkbox"/>
	(1) Lunch, catered	\$150	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
Total Project Cost		\$ 214.96	

CASH MATCH CONTRIBUTIONS (if applicable)

2. List any cash that will be contributed toward the project by your organization or others. Cash match is not required.

Orgs/Entities contributing cash:	Items/services to be paid (if specified):	Amount:	Documentation Provided <input checked="" type="checkbox"/>
NHA	Yard Waste Bags	\$20.00	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total Cash Match		\$ 20.00	

IN-KIND MATCH CONTRIBUTIONS (if applicable)

3. List any services or supplies to be donated by your organization, individuals, businesses or others (ex. refreshments).

Org/Entities donating supplies or services:	Items/services to be donated:	Value:	Documentation Provided <input checked="" type="checkbox"/>
John Doe (neighbor)	Truck for picking up supplies	\$20.00	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total In-Kind Match		\$ 20.00	






VOLUNTEER HOUR CONTRIBUTION - At least 50% of NMGC requested funds must be matched through volunteer effort.

4. Complete the Volunteer Hour Worksheet on Tab 2. Values will be inserted automatically.

	Volunteer Hour Match	\$	
		4,348.53	
Total Project Value	Total NMGC Grant	\$ 194.96	Congratulations, your match looks terrific!
(project cost + contributions)	Minimum Match Required	\$ 194.96	
\$ 4,583.49	Total Match Provided	\$ 4,388.53	

Volunteer Hour Worksheet					
		Total project cost (all vendors & supplies)	\$	214.96	
		Total NMG funds requested (total cost - cash contributions)	\$	194.96	
		\$25.43/hr)		4.00	
List volunteer events - One (1) event per row	Approximate date	Total # of volunteers	Total # of hours committed		
Neighborhood Meeting	9/15/2019	15	15.00		
Adopt a City Street Cleanup	10/12/2019	10	30.00		
Fall Festival	10/25/2019	7	21.00		
Neighborhood Training- Vine Removal	11/13/2019	20	20.00		
Ivy Removal Day	11/16/2019	30	80.00		
Follow Up Pruning and Removal	3/21/2019	5	5.00		
		Total Volunteer Hours	171.00		
		Volunteer Hour \$ Value	4348.53		
<ul style="list-style-type: none"> Summarize proposed volunteer events above using information from your Volunteer Pledge Sheet(s) Completed Volunteer Pledge Sheets must be submitted with your grant application The top of the page indicates the required number of volunteer hrs to meet the 50% minimum, the remaining 50% match may be met by additional volunteer hours, in-kind donation and/or cash ≤ 20 hrs of grant related, community engagement pre-application activities may be included, remaining events should begin at least 75 days after the grant application deadline (see pg 5, program guidelines) Total volunteer hours committed will automatically transfer to the Grant Budget Worksheet on Tab 1 					

Tips:

-  Make sure your MATCH TOTAL is equal to or exceeds the TREE CARE-GRANT REQUEST
-  Make sure your Volunteer time is AT LEAST 50% of the TREE CARE-Grant Request
-  You should have a quote for any purchases you want to make or vendor(s) you plan to hire
-  You should have Contribution letters for all in-kind or cash donations listed
-  Volunteer time is valued at \$27.20 per volunteer per hour



**City of Charlotte Neighborhood Matching Grants
Helping You to Make it Happen.**

WE NEED YOU

Neighborhood Association

Volunteer Project Sign Up

Please review the available slots below and click on the button to sign up. This will help us meet our volunteer hours for the neighborhood matching grant. Thank you!

Created by: John Doe

Available Slot	Date (mm/dd/yyyy)	Location	Time (EDT)	Calendar View
Virtual Fall Festival	11/07/2020 (Sat)		10:00am - 11:00am (10)	Sign Up
			11:00am - 12:00pm (10)	Sign Up
			12:00pm - 1:00pm (10)	Sign Up
			1:00pm - 2:00pm (10)	Sign Up
Adopt a Street Cleanup	10/17/2020 (Sat)	Streets in the Neighborhood	9:00am - 10:00am (15)	Sign Up

Re: Neighborhood Volunteers Needed!

Inbox x



to me ▼

10:50 AM (0 minutes ago)



Hi John Doe,

Thank you for getting in touch! My family would be happy to pledge 5 volunteer hours to adopt-a-street cleanups and putting in the sign posts as part of our neighborhood's matching grant. Looking forward to the project!

Signed,
James Smith

Recommended template for documenting cash and/or supplies



Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear staff and Review Team members,

It is my/our understanding that _____ is applying for the City of
(Name of organization)

Charlotte's Housing & Neighborhood Services (HNS) Neighborhood Matching Grant program.

_____ is pleased to support this organization in their endeavor and
(Your name or company/agency name)

would like to make the following contribution(s):

☐

In-Kind Contribution

Valued at: \$ _____.

☐

Cash contribution

\$ _____.

Combined contribution totaled at: \$ _____.

Sincerely,

Signature(s)